



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

MICHAEL P. FLANAGAN  
STATE SUPERINTENDENT

December 13, 2013

**MEMORANDUM**

**To:** Intermediate School District Superintendents

**From:** Mike Radke, Director, Field Services, and Linda Forward, Director, Education Improvement and Innovation

**Subject:** Train the Trainer on MDE's Program Evaluation Tool

The Michigan Department of Education has finalized the Program Evaluation Tool to be used for evaluating district and school initiatives that have the greatest impact on student achievement. A team composed of school improvement and state/federal program leaders have put forth a training plan that would ensure teams from all local educational agencies are inserviced on the MDE Program Evaluation Tool by summer 2014. All schools and districts will be required to use this tool during the 2014-15 school year.

We are seeking your partnership in identifying between two and four members of your ISD's state and federal program directors/consultants and school improvement facilitators who would attend the MDE Training of Trainers (TOT) workshop and provide training to Local Educational Agencies (LEAs) and Public School Academies (PSAs) subsequent to the TOT workshop. Three TOT workshops have been scheduled to ensure all regions and ISDs in Michigan have been included. The following are the TOT workshop dates and locations along with the outcomes for participating teams:

February 5, at Clinton ISD (8:30-3:00);  
March 11, at Kent ISD (8:30-3:00);  
March 14, at Macomb ISD (8:30-3:00)  
March 27 at Wayne RESA

A working lunch will be provided for all trainees.

**STATE BOARD OF EDUCATION**

JOHN C. AUSTIN – PRESIDENT • CASANDRA E. ULBRICH – VICE PRESIDENT  
DANIEL VARNER – SECRETARY • RICHARD ZEILE – TREASURER  
MICHELLE FECTEAU – NASBE DELEGATE • LUPE RAMOS-MONTIGNY  
KATHLEEN N. STRAUS • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • (517) 373-3324

The purpose of Training of Trainers is the following:

- Understand the role of program evaluation within the school improvement process
- Understand the purpose, benefit, and process of program evaluation
- Familiarize yourself with the training materials, the program evaluation tool, and resources
- Collaborate and plan with your regional training team
- Build the capacity of ISDs to provide technical support to its schools and districts around program evaluation.

We urge participating trainers to start considering dates and locations for the ISD-wide training that will take place following the TOT workshops. Please send names of participating ISD participants and the session they plan to attend to Linda Dancer at [DancerL@michigan.gov](mailto:DancerL@michigan.gov) **by January 15, 2014**. We encourage training teams to attend the same session together.

cc: Shereen Tabrizi, Ph.D.  
School Improvement Facilitators Network  
Michigan Association of State and Federal Program Specialists